Elk Valley Family Society

**Pre-Authorized Rent Payment Form**

Please complete this form to ensure that your rent will be paid on time and your account with Elk Valley Family Society remains in good standing. **This form is to be completed by person(s) registered on the bank account.** If you have any questions regarding completions of this form, please call Corrie at 250-531-0026.

NAME ADDRESS

NAME CITY POSTAL CODE

TELEPHONE NO.

I/We hereby authorize

 NAME OF FINANCIAL INSTITUTION

 ADDRESS OF FINANCIAL INSTITUTION

to debit my/our account indicated below on the first (1st) of each month for rent payments to Elk Valley Family Society.

BRANCH TRANSIT # BANK # ACCOUNT #

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| Bank Stamp (required without VOID cheque) |

TYPE OF ACCOUNT: CHEQUING SAVINGS OTHER

 **VOID CHEQUE ATTACHED FOR VERIFICATION PURPOSES**

 Attach VOID cheque here (without Bank Stamp) **or,**

 **PRE-AUTHORIZED RENT PAYMENT FORM COMPLETED BY BANK**

I/We hereby agree to abide by the terms and conditions as detailed on page 2 of this document.

DATE SIGNATURE(S)

 For joint accounts, all signatories to the account must sign form

**TERMS AND CONDITIONS OF THE**

**PRE-AUTHORIZED RENT PAYMENT PROGRAM**

1. Elk Valley Family Society relies on the Tenant to ensure that the Tenant’s bank account is in good standing with sufficient funds to cover such pre-authorized rent payments as they become due and payable on the first (1st) of each month.
2. The Tenant’s pre-authorized rent payment will be drawn from their account and presented on the first (1st) of each month for payment to cover the rent due for that month.
3. Changes to the pre-authorized rent payment amount resulting from the Annual Rent Review Declaration of Income and Assets or interim rent adjustments will be made automatically following the recalculation of the rent.
4. Changes to the pre-authorized rent payments resulting from chargeback agreement plans will be made automatically the month following the signing of the agreement.
5. A service charge of $40 will be levied for items returned unpaid by the Tenant’s bank, such as Non-Sufficient Funds, Account Closed, or Stop Payment.

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| TO BE RETAINED BY THE TENANT |